



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

☐ Update
☒ Formal Review

Date Submitted 7/23/2012

SECTION I - Identification

Working Title:
Deputy Director

Department:
Transportation

Job Code Number:
111219

Division & Bureau:
Director's Office

Job Code Title:
Operations Manager

Section & Unit:

Pay Band:
9

Work Address:
2701 Prospect Ave
Helena, MT 59601

Position Number:
26015

Phone:
406-444-6201

☒ FLSA Exempt ☐ FLSA Non-Exempt ☒ Non-Union ☐ MPEA ☐ Blue Collar

Profile Completed By: Tim Reardon, Director
Tim Reardon, Director

Work Phone:
406-444-6302

Work Unit Mission Statement or Functional Description:

The Director's Office is responsible for implementing the Governor's overall policy direction and control to the Montana Department of Transportation; and for assuring that overall administration goals, objectives and standards are accomplished. The department is responsible for providing the infrastructure for and encouragement of the development of inter-modal transportation functions. The department organization includes the Administration Division, Engineering Division, Maintenance Division, Missoula, Butte, Great Falls, Billings and Glendive Field Divisions, Motor Carrier Services Division, Aeronautics Division, Information Services Division, Rail, Transit and Planning Division and Human Resources Division. In addition, the organization includes the Legal Unit and the Internal Audit Unit.

Describe the Job's Overall Purpose:

This position is the Deputy Director of the Department of Transportation. The Deputy Director serves as the principle executive advisor to the Director, assisting with all upper level administrative and management activities. This position assists the Director in planning, budgeting, administrative management, policy development, drafting legislation, personnel management, labor relations, communications management and coordination, and in providing leadership and direction for the activities of the agency. The Deputy Director acts on behalf of and represents the Director at internal and external meetings, and performs other duties assigned by the Director. The position reports to the Director.

SECTION II - Major Duties or Responsibilities

% of Time

As a leader of the agency's executive management team (i.e., Administrative Staff), provides overall policy direction and control for department operations, and assures overall department goals, objectives and standards are accomplished. Maintains liaison with other departments and directors, elected officials, state and federal partners, representatives or organizations for the purpose of ensuring the department is working in a coordinated and cooperative manner with other entities in carrying out its program activities. The position provides vision and direction by thinking openly about new possibilities. Keeps a long-term, big picture view. Manages change by creating a clear and inspiring broad picture. Engages others to develop innovative solutions. This position seeks best practices. The Administrative Staff consists of the Director, Deputy Director, all Division Administrators, all District Administrators, Chief Legal Counsel, Human Resources Administrator, Civil Rights Manager and Internal Audit Manager.

A key time consuming component of this position is working with Human Resources and managers giving direction and review of matters dealing with personnel management, labor relations, always calling the Director's attention to those areas in which the Director's involvement is necessary or desirable.

Duty A: Executive Management & Financial Operations

70%

The Deputy Director position has full authority to act as department Director in the Director's absence.

Implements the Governor's overall policy and operational direction and priorities given to the Director, and provides management control of the entire department to ensure all goals, objectives, policies and standards of the Executive are accomplished. In addition, the position conducts and directs program and management analyses and implements necessary changes to assure achievement of department goals.

As leader of the Administrative Staff, implements and directs the implementation of departmental priorities and determines and initiates appropriate organizational structures and work operations to reflect changes in objectives.

Researches and develops policy on major issues affecting operations and resources for all areas of the department consistent with the Governor's direction or approval. Conducts analyses of organizational strategies, and directs the implementation of appropriate organizational changes; evaluates existing management systems regarding improvements and initiates required changes; negotiates, approves, and/or initiates staffing changes using an understanding of federal and state laws, regulations, and policies of various agencies and private concerns.

Monitors the accomplishments of the organization and the status of all programs, and takes required action to insure goals are met. Performs management reviews relative to pertinent issues department wide and implements identified changes or improvements.

Works with the Administrative Staff members to identify service gaps and approves and/or directs the development of required services and programs. Represent the State of Montana in the development of national transportation policy, standards and goals, through active participation on committees and task forces of national and regional associations of state highway and transportation officials.

Coordinate all functions of the Administrative Staff. Negotiates a resolution to differences or problems that occur between members of the Administrative Staff. When resolutions cannot be negotiated, determines and directs the implementation of solutions to resolve the conflict or problem. Acts as liaison between other Agencies, elected officials, representatives or organizations and other state transportation departments and resolves issues that require negotiation or compromise. Serves as Dispute Resolution Coordinator for the department. Provides a forum for negotiation of disputes between divisions, or between the department and the general public. Determines the appropriate method to ensure the resolution of disputes. When disputes cannot be resolved, determines a fair and equitable resolution for implementation by the Director. Represents the Director in dispute resolution between the department and private contractors on "partnered" projects.

Review budgeting aspects of MDT in terms of accomplishment of the agency objectives. Evaluates existing management systems and directs necessary improvements to accomplish agency objectives or federally mandated responsibilities. Assesses the impact of the development and implementation of new management systems. Reviews department manpower requests and approves staffing levels needed to accomplish agency goals in the most economical manner. Develops innovative funding alternatives for the department that maximize the benefit of the State Highway Trust Fund and permits local government participation in project funding as appropriate. Makes recommendations on, and negotiates funding alternatives with the Transportation Commission and/or FHWA. Ensure that appropriate management training and developmental opportunities are provided in a manner consistent with current organizational management philosophy. Establishes policy and procedure, and directs the day-to-day operation of the Director's Office.

B: Legislative Representative & Program Management

30%

Serves as liaison with the legislature on all departmental matters, and provides legislative testimony when required; reviews, analyzes and formulates recommendations for legislation and federal administrative rule changes; interprets department policies, positions and programs for the media, local governments, legislators and the Congressional Delegation; represents MDT with the department's focus in meetings, negotiations with local governments, tribal governments, federal land management agencies, other state agencies and private concerns.

Advise the Director on the organizational structure and inter-relationships of all units of the Department. Establishes priorities and provides policy guidance and direction to all organizational units of the Department to insure the achievement of department and program goals.

Assesses the effectiveness and efficiency of major programs, and how the programs function between divisions within MDT and the impact of any new developments in those programs. Assesses the effectiveness of inter-divisional coordination and cooperation within the department, and negotiates and/or determines solutions when conflicts occur. Assesses how subsequent policies that are developed relate to other governmental entities and the private sector.

1. ***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

Duties A and B are considered essential functions

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer

MENTAL

- Communicate in writing, in person and over the phone
- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Budgeting concepts and mathematics
- Compiling information, Analyzing, Coordinating, Synthesizing, Negotiating, Instructing

2. ***Does this position supervise others?*** ☒ Yes ☐ No

Number directly supervised: 17

Position Number(s) of those supervised:

20001 Administration Division Administrator
04001 Aeronautics Division Administrator
07001 Engineering Division Administrator
15001 Internal Audit Manager
14004 Human Resource Administrator
14012 Civil Rights Manager
12001 Chief Legal Counsel
41002 Maintenance Division Administrator
22038 Motor Carrier Services Division Administrator
81001 Information Services Division Administrator
17001 Public Information Officer
05035 Rail, Transit and Planning Division Administrator
51009 District Administrator - Missoula
53013 District Administrator - Butte
55003 District Administrator - Great Falls
59001 District Administrator - Billings
57006 District Administrator - Glendive

3. Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

In addition to possessing a broad knowledge of State Government, this position must have a working knowledge of labor relations, particularly the Union-management relationship and wage and hour laws and federal laws that are utilized on department projects such as the Little Davis-Bacon Act.

Requires extensive knowledge of management practices and procedures; public relations; principles and practices of personnel management; extensive knowledge of the legislative process; budgeting and fiscal management practices; applied research principles; development and implementation of broad policies based on short- and long- term planning; and management concepts and practices including strategic management.

Position must be adept at establishing and maintaining effective working relationships with the business community, the general public, officials, and agency employees.

Must have an ability to quickly learn the organizational relationships and function of MDT; the basic structure and relationship or organizational units in Montana government, and the law, rules, and regulations governing the department and transportation expenditures and programs.

SKILLS:

Extensive skill in oral and written communication, facilitation and negotiation, and management practices; and in establishing and maintaining effective working relationships with others, both inside and outside the agency. Ability to advance program and agency goals; to provide effective organizational leadership and direction; to recognize, analyze, and solve complex management problems; to deal effectively with highly sensitive public, political, and agency relations; to discern interrelationships among diverse kinds of information; to assess hypothetical situations and impacts; to consolidate a unified strategy in response to numerous issues and concerns; to make proper decisions in stressful situations; and to effectively communication orally and in writing.

Behaviors required to perform these duties:

See MDT Core Behaviors with an emphasis on Vision, Leadership, Analytical thinking, Decision making, Communication and Independence of action.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Public Administration, Business Administration: Law or a related field that includes course work in personnel management, fiscal management, organizational theory, program planning and evaluation.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input checked="" type="checkbox"/> 5 or more years |

Other specific experience (optional): 10 years of directly related, including 10 years of progressively responsible management experience.

Alternative Qualifications:

Other equivalent combinations of education and experience may be considered.

☒ Yes ☐ No

SECTION IV – Other Important Job Information

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Director

Name: Tim Reardon Title: Department Director

Signature:  _____ Date: _____

Department Designee:

Brent Rabe/Designee

Chief Human Resources Officer
Human Resources Division

Signature:  _____ Date: 9/5/12

